

(1)

X/11
Chief, Administrative Services

5 January 1952

Chief, Building Maintenance and Utilities

Report of Operations by the Building Maintenance and Utilities
Division during the month of December, 1951.Volume:

1.	Requests for services processed during month of December	
A.	New Requests by memorandum or requisition	224
B.	On hand prior to December 1	10
	Total	<u>234</u>
C.	Written orders placed with G.S.A.	201
D.	Number on hand no action as of 31 December	18
E.	On hand 60 days or more and not yet submitted to GSA (Copies attached hereto)	2

2. Funds obligated (This section submitted January,
April, July or October)

A.	First Quarter Encumberances	
1.	Routine alterations, painting, repairs	\$18,368.00
2.	Special Projects	
a.	Renovations (6605)	\$44,445.00
b.	Renovations (Other)	480.00
	Total	<u>\$44,925.00</u>
3.	Protective Services (GSA Guards)	
a.	144 reimbursable posts	61,989.00
b.	34 non-reimbursable	
4.	Laborers and Trucks (From GSA)	5,334.00
	Total Funds Obligated	<u>\$67,323.00</u>

3. Sums paid to G.S.A. during December against orders
encumbered in first, second and third quarters.

1.	Alterations and Installations	\$22,304.12
2.	Guards	70,463.83
3.	Laborers and Trucks	5,782.49
4.	Elevator	120.79
5.	National Security Counsel	63.15
		<u>\$98,734.36</u>

4. Work Load Status

A.	Number of Requests on which orders have been placed but work has not been completed	
	30 days old	115
	60 days old	89
	90 days old	74
	120 days old	37
	Total	<u>315</u>

4.2. Expenditures to date

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B. Orders submitted to GSA non-reimbursable

In writing	15
Verbal	250
	<u>275</u>
C. Inter-office memorandums	10
Inter-agency letters	8
D. Space moves during December	15
Total personnel moved	250
Man hours by GSA Laborers	1204
Estimated cost	\$1,741.00

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Mac: I talked to John C about revising his report as shown in #1. I think this gives us more information, at least it has information not shown in previous reports. Note of 4. John has submitted the old and new. Will you indicate which is desired for future reporting."

15, Ljp

1-17-52 Howard: The new form appears to be better. However, what is John doing to reduce Item #4 to more reasonable numbers?

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15, Jack

"Let's use the new form hereafter and re Item 4 lets see if we can't wipe it out." 1-17-52, Howard